

My Calendars and iCal

**PowerSchool Student Information System
Parent Access**



PowerSchool

Document Properties

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Owner	Technical Communication and Documentation
Last Updated	1/19/2004
Version	3.7.0

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Introduction

In an effort to help parents and students stay on top of the day's events and better manage their time, PowerSchool Parent Access now includes My Calendars. Using My Calendars, you can subscribe to your student's calendars, whereby you can receive assignment, grade, and school event information automatically and securely.

Information that you subscribe to is downloaded onto your desktop and into iCal, a personal desktop calendar application.

Using iCal, you can view assignment, grade, and school event information based on day, week, or month. Additionally, you can keep track of outstanding assignments, which appear as items on your student's To Do List.


Once you subscribe to a calendar and have downloaded it to your desktop, you can synchronize your calendar information on your computer with your mobile phone, PDA, or iPod. Take your calendar — always up to date, always ready — with you wherever you go.

System Requirements

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit www.apple.com/ical/download/ to obtain a free download of iCal.

My Calendars



To access My Calendars, log in to PowerSchool Parent Access, click the My Calendars icon . The My Calendars page appears.

My Calendars

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1st(W)	Gen Science	Sci, 1	Subscribe	Subscribe
2nd(G)	Sports Market	Cranford, Cheryl	Subscribe	Subscribe
3rd(G)	Intro Business	Bus, 1	Subscribe	Subscribe
4th(W-G)	Algebra 1A 9th	Math, 1	Subscribe	Subscribe
5th(W-G)	Nov Spanish	FL, 2	Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars

School Event Calendar - [Subscribe](#)

Homework Calendars

The first section of the My Calendars page is Homework Calendars, which displays your student's schedule for the currently selected term. There are two types of information that you can subscribe to for each course, "Class Assignment Only" information and "Class Assignment With My Scores and Final Grades" information.

"Class Assignment Only"

To receive only class assignment information, click [Subscribe](#) in the "Class Assignments Only" column of the course for which you want to receive the information. The following information is downloaded onto your desktop and into iCal:

Course Information	Assignment Information
<ul style="list-style-type: none"> Course Name Teacher Name Schedule Expression Term Name Class Description, if the teacher has entered one 	<ul style="list-style-type: none"> Assignment Name Assignment Date Assignment Category Assignment Description

This type of subscription can be a valuable tool for parents who have children that attend after school care programs. By providing caregivers with student assignment information, caregivers can help make sure homework gets done.

“Class Assignment With My Scores and Final Grades”

To receive class assignment information, including scores and final grades, click the Subscribe link in the "Class Assignments With My Scores and Final Grades" column of the course for which you want to receive the information. The following information is securely downloaded onto your desktop and into iCal:

Course Information	Assignment Information
<ul style="list-style-type: none">• Course Name• Teacher Name• Schedule Expression• Term Name• Class Description, if the teacher has entered one• Term Grades• Teacher Comment, if the teacher has entered one	<ul style="list-style-type: none">• Assignment Name• Assignment Date• Assignment Category• Assignment Description• Points Possible, if due in the future• Assignment Score, if score recorded• Points Possible, if score recorded• Assignment Grade, if score recorded• Assignment Comment, if the teacher has entered one

School Calendars

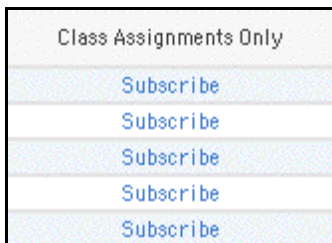
The second section of the My Calendars page is School Calendars. To receive school event information, such as holidays, staff development days, open houses, sporting events, etc., click Subscribe.

Subscribe to Calendars

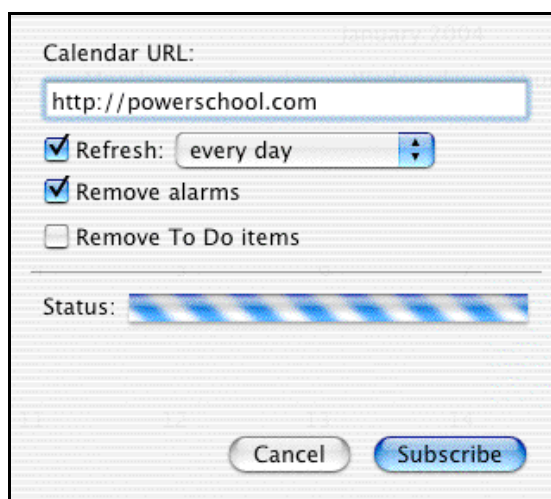
For each course you want to receive information, you must click the appropriate Subscribe link.

“Class Assignment Only Calendars”

1. On the start page, click My Calendars. The My Calendars page appears.
2. Note the “Class Assignments Only” column under Homework Calendars.



3. Click Subscribe next to the class for which you want to view calendar information. iCal launches and the Subscribe window appears.

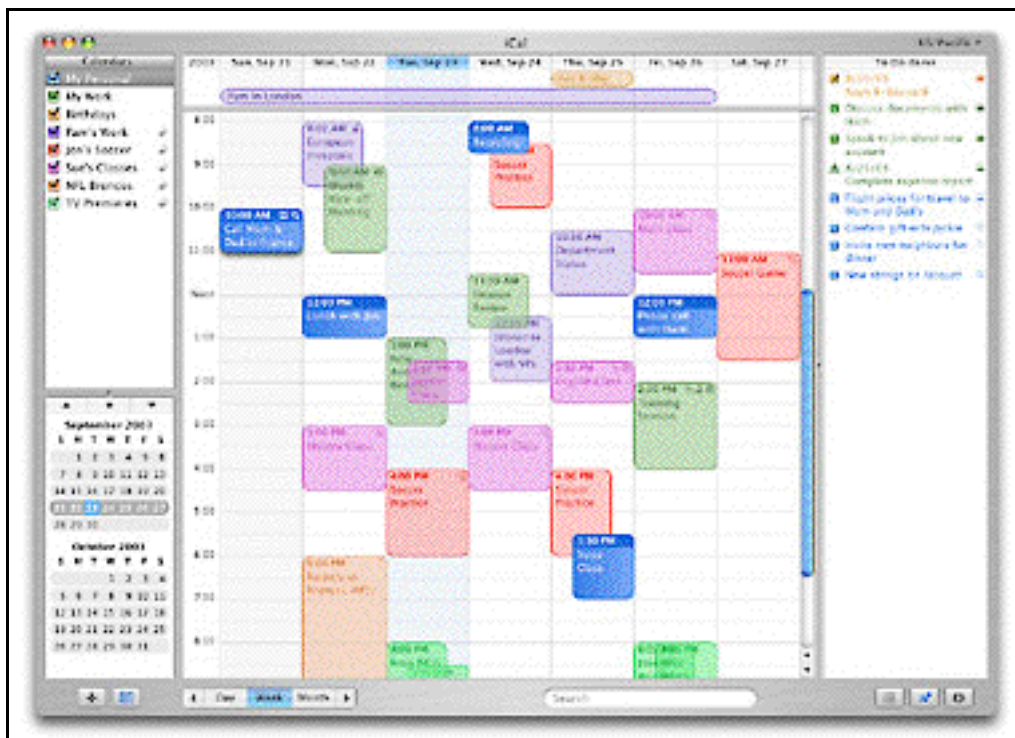


4. Use the following table to enter information:

Field	Description
Calendar URL	By default, your PowerSchool Parent Access Uniform Resource Locator (URL) appears. There is no need to edit this information. Note: A URL is the global address of documents and other resources on the World Wide Web.
Refresh	Select this checkbox to periodically receive new data for the selected calendar. If you select this checkbox, use the pop-up menu to choose the frequency that the calendar updates. It is recommended that you either select daily or weekly. By default, this checkbox is not selected, which indicates that the selected calendar should not update with any new information.
Remove Alarms	Reserved for future functionality.

Field	Description
Remove To Do Items	Not applicable to this calendar type.

- Click Subscribe. iCal downloads the data from PowerSchool and displays your calendar.

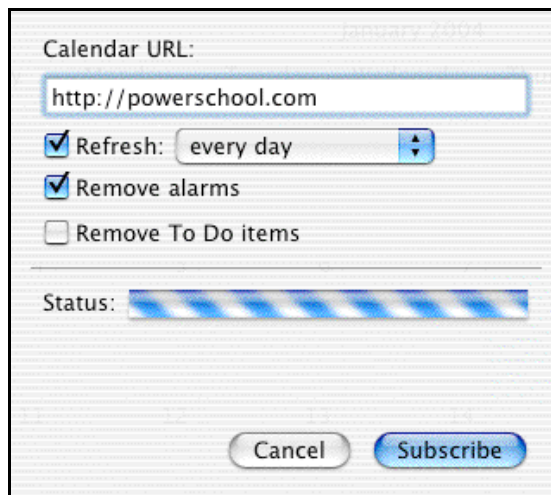


“Class Assignment With My Scores and Final Grades” Calendars

- On the start page, click My Calendars. The My Calendars page appears.
- Note the “Class Assignments With My Scores and Final Grades” column under Homework Calendars.

Class Assignments With My Scores and Final Grades*
Subscribe
Subscribe
Subscribe
Subscribe
Subscribe

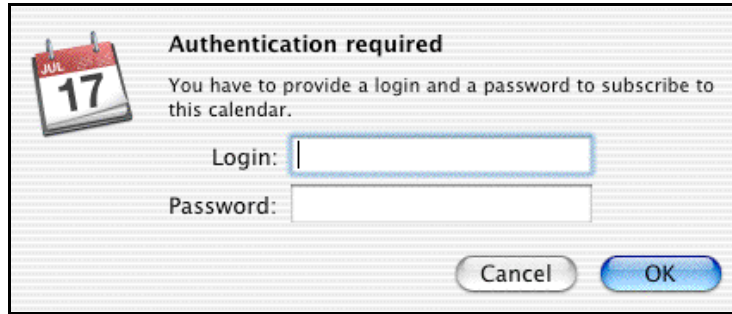
- Click Subscribe next to the class for which you want to view calendar information. iCal launches and the Subscribe window appears.



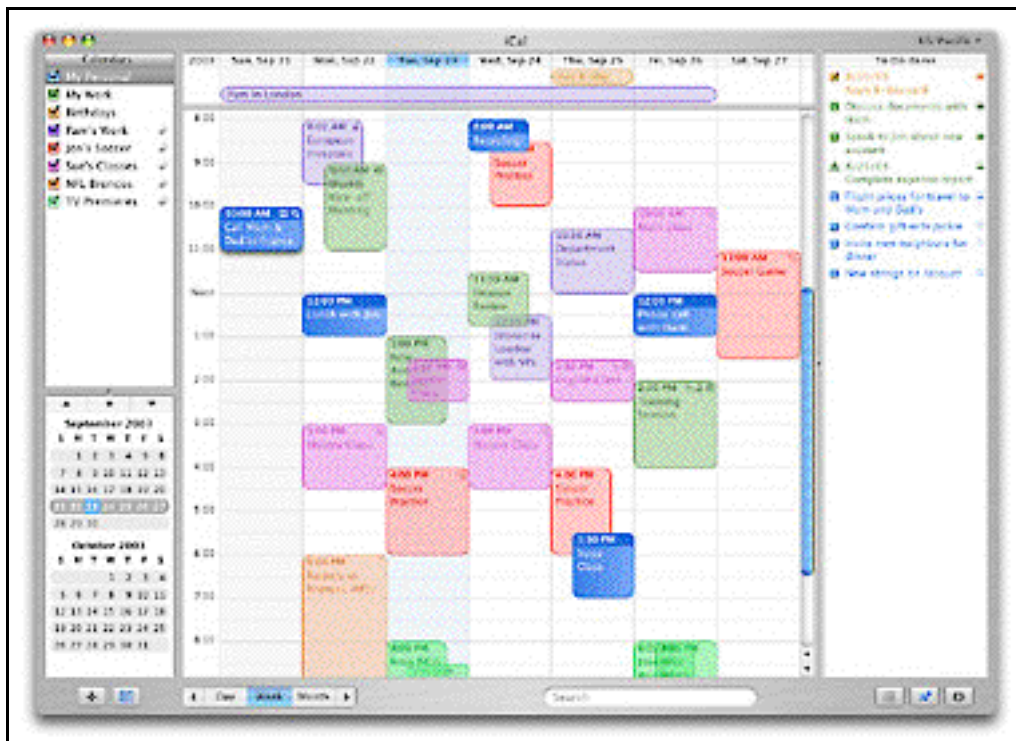
4. Use the following table to enter information:

Field	Description
Calendar URL	By default, your PowerSchool Parent Access Uniform Resource Locator (URL) appears. There is no need to edit this information. Note: A URL is the global address of documents and other resources on the World Wide Web.
Refresh	Select this checkbox to periodically receive new data for the selected calendar. If you select this checkbox, use the pop-up menu to choose the frequency that the calendar updates. It is recommended that you either select daily or weekly. By default, this checkbox is not selected, which indicates that the selected calendar should not update with any new information.
Remove Alarms	Reserved for future functionality.
Remove To Do Items	The To Do List displays your students' upcoming and past due homework assignments. Deselect the checkbox in order to enable the To Do List. By default, this checkbox is selected, which indicates not to display the To Do List.

5. Click Subscribe. The Authentication window appears.

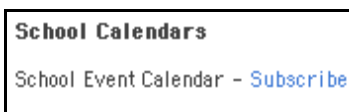


6. Enter your PowerSchool Parent Access username and password in the Login and Password fields.
7. Click OK. iCal downloads the data from PowerSchool and displays your calendar.

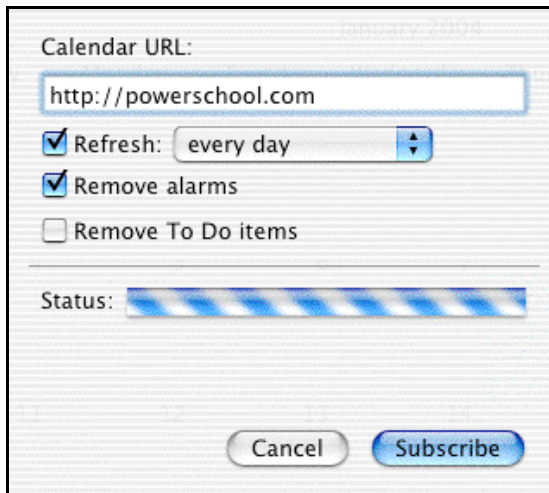


School Calendars

1. On the start page, click My Calendars. The My Calendars page appears.
2. Note the School Calendars section.



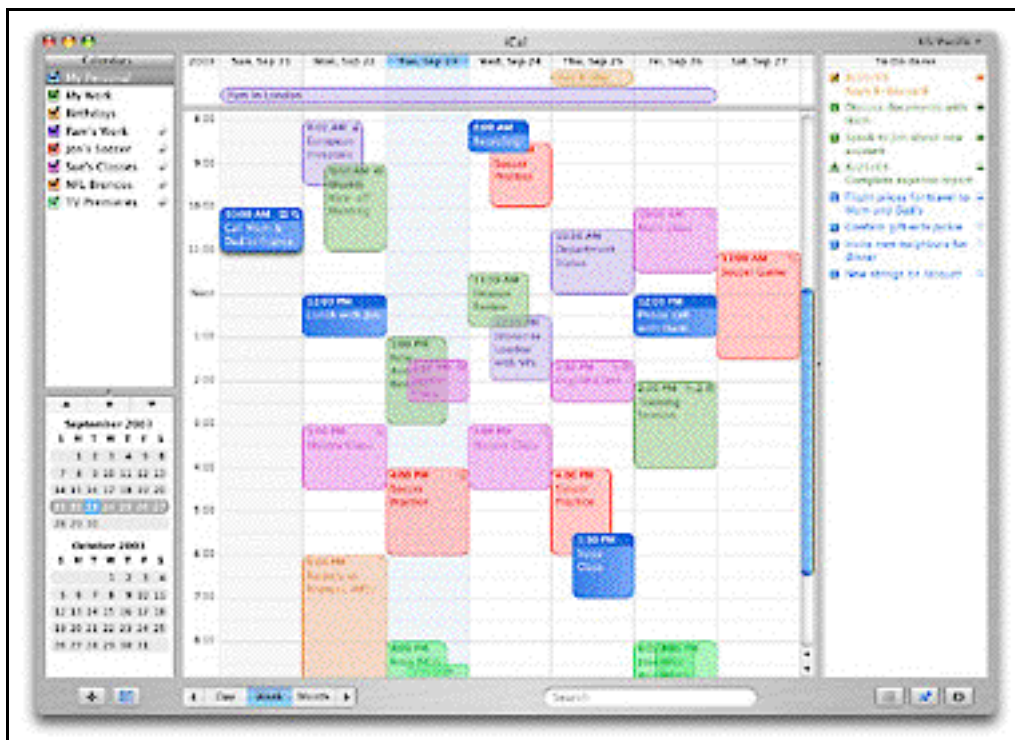
3. Click **Subscribe**. iCal launches and the **Subscribe** window appears.



4. Use the following table to enter information:

Field	Description
Calendar URL	By default, your PowerSchool Parent Access Uniform Resource Locator (URL) appears. There is no need to edit this information. Note: A URL is the global address of documents and other resources on the World Wide Web.
Refresh	Select this checkbox to periodically receive new data for the selected calendar. If you select this checkbox, use the pop-up menu to choose the frequency that the calendar updates. It is recommended that you either select daily or weekly. By default, this checkbox is not selected, which indicates that the selected calendar should not update with any new information.
Remove Alarms	Reserved for future functionality.
Remove To Do Items	Not applicable to this calendar type.

5. Click Subscribe. iCal downloads the data from PowerSchool and displays your calendar.

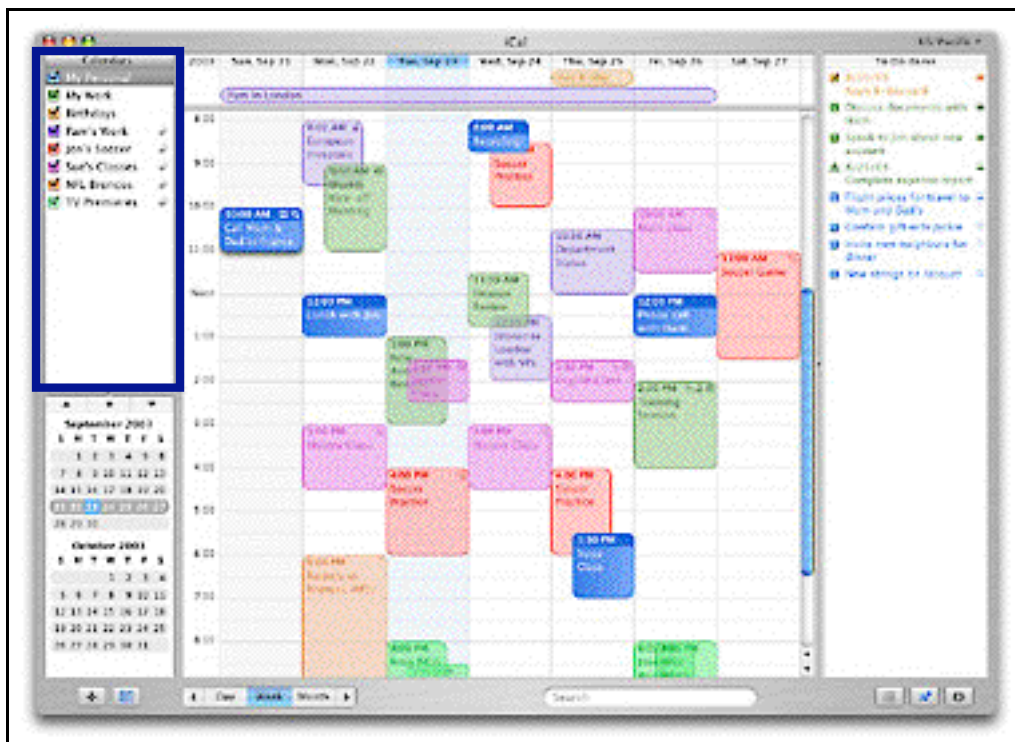


View Calendars in iCal

There are four main components to iCal: Calendars List, Calendars View, To Do Items, and Information Drawer.

Calendars List

Courses and school calendars you subscribed to appear as calendars in the Calendar List. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar (assignments and school events) displays within the calendar view as the checkbox color.

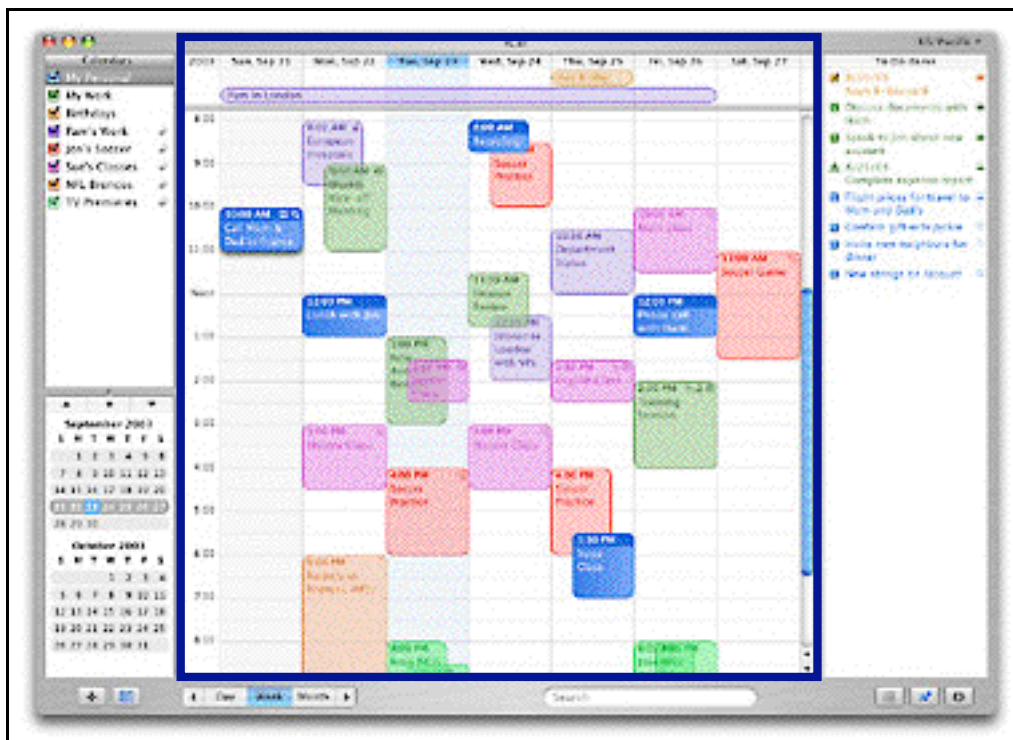


To view detailed information about a calendar, click the calendar and then the Info Drawer icon. The Info Drawer displays the following information based on the calendar you subscribed to:

Course Information	Course Information	School Information
Class Assignment Only <ul style="list-style-type: none"> Course Name Teacher Name Schedule Expression Term Name Class Description, if entered by teacher 	Class Assignment With My Scores and Final Grades <ul style="list-style-type: none"> Course Name Teacher Name Schedule Expression Term Name Class Description, if entered by teacher Term Grades Teacher Comment, if entered by teacher 	<ul style="list-style-type: none"> School Name School Year

Calendar View

Assignments and school events appear as calendar items in the Calendar View.



To change the calendar view, use the Day, Week, and Month buttons at the bottom-left of the iCal window.

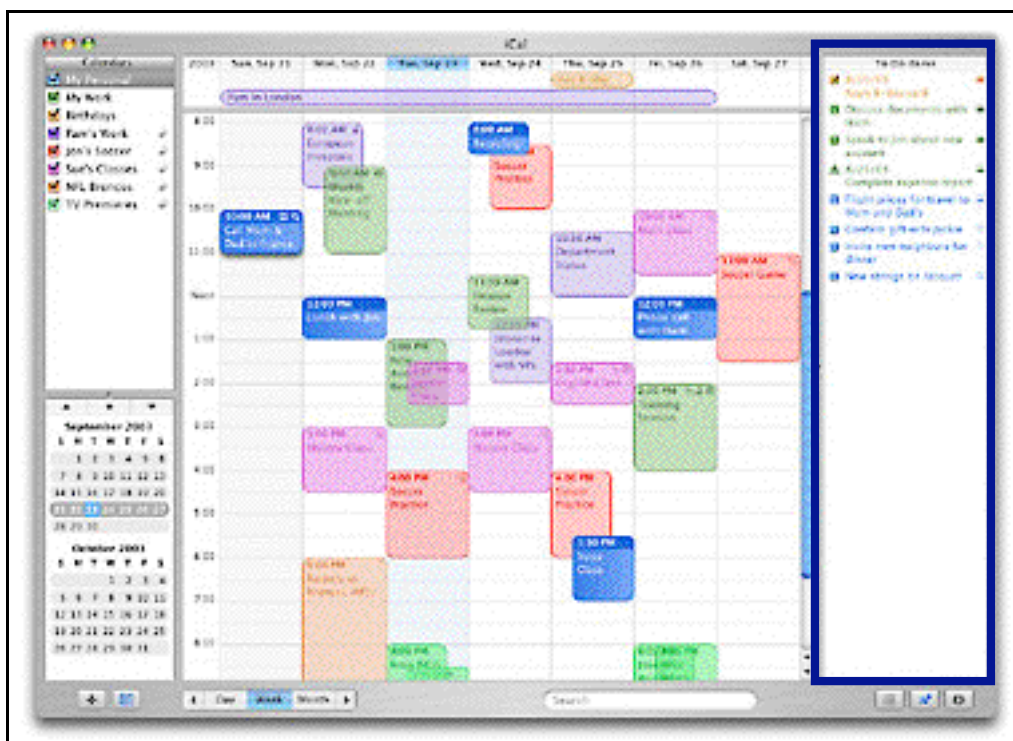
To view detailed information about a calendar item, click the calendar item and then the Info Drawer icon. The Info Drawer displays the following information based on which calendar you subscribed to:

Assignment Information	Assignment Information	School Event Information
<p>Class Assignment Only:</p> <ul style="list-style-type: none"> Assignment Name Assignment Date Assignment Category Assignment Description 	<p>Class Assignment With My Scores and Final Grades:</p> <ul style="list-style-type: none"> Assignment Name Assignment Date Assignment Category Assignment Description Points Possible, if due in the future Assignment Score, if score recorded Points Possible, if score recorded Assignment Grade, if score recorded Assignment Comment, if 	<ul style="list-style-type: none"> Event Name Event Begin Date Event End Date Event Description, if entered by administrator

Assignment Information	Assignment Information	School Event Information
	entered by teacher	

To Do List


Outstanding homework assignments appear as items in the To Do List.




To view detailed information about a To Do List item, click the item and then the Info Drawer icon. The Info Drawer displays the following information based on which calendar you subscribed to:

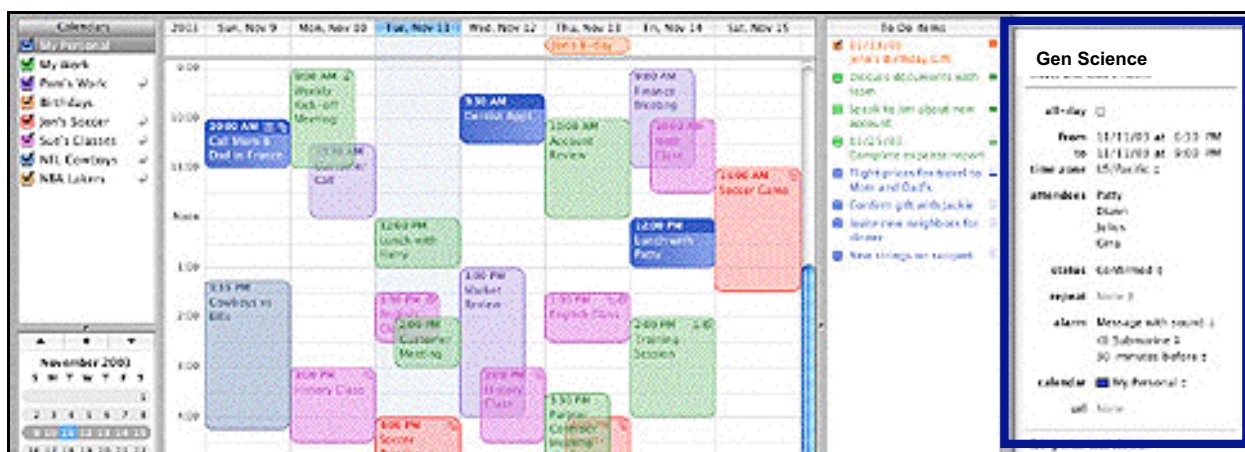
Assignment Information	Assignment Information
Class Assignment Only: <ul style="list-style-type: none"> Assignment Name Assignment Date Assignment Category Assignment Description 	Class Assignment With My Scores and Final Grades: <ul style="list-style-type: none"> Assignment Name Assignment Date Assignment Category Assignment Description Points Possible, if due in the future Assignment Score, if score recorded

Assignment Information	Assignment Information
	<ul style="list-style-type: none"> Points Possible, if score recorded Assignment Grade, if score recorded Assignment Comment, if entered by teacher

Note: To make your To Do List appear (or disappear) use the To Do List icon  at the bottom-right of the iCal window.

Information Drawer

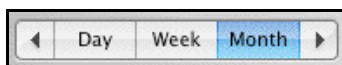
To view detailed information about calendar information, click the Info Drawer icon . The Info Drawer presents all of the selected item's data in one spot for easy review.



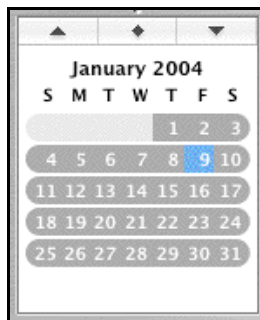
Navigate Calendars

You can quickly view other parts of your calendar using the navigation buttons in the iCal window.

- To go to the next or previous day, week, or month, use the Forward or Back button at the bottom of the iCal window.



- To go to a specific date, click that date in the mini-month calendar in the lower-left corner of the iCal window.



- To see the next or previous month in the mini-month calendar, click the up or down arrow above the mini-month calendar.
- To go to today's date, click the diamond button above the mini-month calendar.
- To switch to Day view from Month view, double-click any date in the Month view to go to that day.
- To switch from Week view to Day view, double-click the date at the top of the main calendar view.

Sync Up Calendars

Once you subscribe to a calendar and have downloaded it to your desktop, you can synchronize your calendar information on your computer with your mobile phone, PDA, or iPod. Take your calendar — always up to date, always ready — with you wherever you go. For more information, visit www.apple.com/ical.